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ADMINISTRATIVE - INTERNAL USE ONLY

12 April 1966

TO : See below

FROM : Chief, Records Administration Staff, DDS

SUBJECT: Special File Equipment Exhibit

1. You are invited to see an entirely new concept in Filing equipment known as "FULL SPACE" on Thursday, 21 April 1966 at (see below) in Room 911 Magazine Building. *(all Day)*

2. This is mobile shelf type equipment. It is particularly suitable for records but it is being used successfully in libraries and stock-rooms. Maximum efficiency in office space is possible because the units move readily on tracks and, therefore, aisle space is reduced to a bare minimum. The manufacturer's representative will demonstrate the equipment and answer questions. Allow about one hour for this meeting.

3. I suggest that you invite anyone who has a space problem concerned with records, supplies, books or pamphlets. Please let us know not later than 4:00 PM Tuesday, 19 April how many will come. A special bus will leave from Headquarters Building at 10:10 AM and return from the Magazine Building at 11:40 AM.

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